



*Now Accepting Applications for*  
**BUILDING ATTENDANT**

*Part-Time Position*

Hourly Rate: (A) \$10.79 (B) \$11.33 (C) \$11.90 (D) \$12.49 (E) \$13.12

**FILING DEADLINE: CONTINUOUS UNTIL FILLED**

Applications **MUST** be submitted online at [www.CalOpps.org](http://www.CalOpps.org)

**POSITION**

Under general supervision, the Building Attendant will oversee programs and rental activity in the various City facilities. Tasks include assisting with program registrations and check-ins, monitoring programs, performing basic and minor custodial duties, and ensuring compliance of established rules and procedures for the use of the facilities.

**QUALIFICATIONS**

**Experience:**

- Prior experience in dealing with the public effectively.

**Education:**

- Equivalent to completion of the twelfth grade.

**License or Certificate:**

- Possession of an appropriate and valid California Driver's License and maintenance of a satisfactory driving record.

**Knowledge of:**

- Basic arithmetic and safe work practices.

**Ability to:**

- Understand and follow oral and written instructions; evaluate emergency situations and act decisively and effectively to resolve the situation; perform all physical aspects of assigned duties including lifting, reaching, carrying, and moving furniture; establish and maintain cooperative working relationships with those contacted in the course of work; work independently in the absence of supervision.

**EXAMPLES OF DUTIES:** Duties may include, but are not limited to, the following:

**Essential**

- Oversee rental activities including collection of fees and issuance of receipts; notify appropriate personnel regarding safety and security problems during rental activities.
- Assist in the inventory of program supplies and equipment.
- Provide information regarding rental policies and fees.
- Perform basic and minor custodial duties during rental activities, documenting and reporting necessary repairs; lock and unlock doors.

- Move and arrange furniture and equipment and set-up rooms at various facilities for different activities or programs; return room to original condition following event.
- Assist in ensuring proper compliance of established facility rules and regulations by program participants.
- Drive vehicle to transport tables, chairs, and equipment needed for rental activities.

**Important:**

- Perform related duties as assigned.

**Supplemental Questions:**

1. This job requires a lot of multi-tasking. Please give us an example of a time when you had to multi-task. How will your skills be used in this position?
2. Describe your overall computer skills. Include specific computer programs and your proficiency level with each program.
3. Do you speak a second language? If so, what language(s) and at what proficiency level?
4. Please initial in the box below, acknowledging you have read the following statements:
  - a. I acknowledge that Building Attendant shifts can be as short as 30 minutes and can sometimes exceed 10 hours.
  - b. I acknowledge that some shifts may require me to lift tables and chairs, up to 50 pounds.
  - c. I acknowledge that there are times I will be called for last-minute shifts. While I am not required to accept these shifts, it is important that I make myself available for these shifts when possible.

**APPLICATION/SELECTION PROCEDURES**

Applications will be accepted online at [www.CalOpps.org](http://www.CalOpps.org) . Please click on the “Member Agency” button at the top of the page and select the City of San Pablo link. For general questions, call the Personnel Department at (510) 215-3000. Applications must be submitted to CalOpps by the date and time listed on the job announcement. Applications not submitted by the posted date and time will not be considered. The most qualified applicants will be invited to participate in the subsequent phases of the selection process. Meeting the minimum requirements of the position does not guarantee the advancement in any phase of the selection process. Final selection will be made from an eligibility list.

**Background Investigation and Pre-employment Medical Examination:** The successful candidate will undergo a complete background investigation and fingerprinting. The successful candidate having been offered employment is required to pass a City-paid pre-employment medical examination which includes TB testing. **Americans with Disabilities Act (ADA):** Please contact the Personnel Department on or before the filing deadline if special accommodations are necessary at any stage of the selection process. Every attempt will be made to consider your request (medical documentation must be provided upon request). **Immigration Reform & Control Act:** In accordance with the Immigration Reform and Control Act of 1986, all potential employees will be required to provide proof of United State Citizenship or authorization to work in the United States. **Drug-Free Workplace Policy:** In accordance with the Drug-Free Workplace Act of 1988, it is the objective of the City of San Pablo to achieve a drug-free workplace.

THE CITY OF SAN PABLO IS AN EQUAL OPPORTUNITY EMPLOYER. MINORITIES/WOMEN/INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY. QUALIFIED APPLICANTS RECEIVE EQUAL CONSIDERATION, WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, ANCESTRY, AGE, MARITAL STATUS, AND DISABILITY EXCEPT WHERE DICTATED BY THE REQUIREMENTS OF THE JOB.

The information contained herein does not constitute either an expressed or implied contract of employment and these provisions are subject to change.